

**CITY OF ATLANTA  
ADVERTISEMENT FOR BIDS**

Sealed bids for **Bid No. 5311-PL, SERVICE AND MAINTENANCE FOR XEROX PRINTERS FOR THE DEPARTMENT OF AVIATION**, will be received by designated staff of the Department of Procurement, at 55 Trinity Avenue, City Hall South, Suite 1790, Atlanta, GA 30303-0307, and **must be time stamped no later than 1:59 P.M., Tuesday, July 19, 2011.**

**ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.**

Bids will be publicly opened and read at 2:00 P.M. in Suite 1790, 1<sup>st</sup> Floor, 55 Trinity Avenue, SW, City Hall South, Atlanta, Georgia.

**PURPOSE AND SCOPE:** To establish an indefinite quantity, firm fixed price contract to be used as the primary source for the commodity (ies)/services(s) listed in the attached specifications. Commodities/services will be ordered from time to time in such quantity as may be needed to fill any requirements of the City of Atlanta as shown in the bid invitation. As it is impossible to determine the precise quantities that may be needed during the contract period, the contractor is obligated to deliver in minimum/maximum quantities the commodities or services of the kind contracted for in accordance with the specific conditions of this bid.

General instructions, specifications for submitting bid packages for this project will be available as of **Wednesday, June 22, 2011 from 8:15 A.M. – 5:00 P.M.**, in the Department of Procurement's Main Office, 1<sup>st</sup> Floor, 55 Trinity Avenue, SW, Suite 1790, City Hall South, Atlanta, Georgia. To request a bid package by mail, please contact the buyer.

Should you have any question/concerns, please contact Patricia Lowe, at (404) 330-6204, or by email [plowe@atlantaga.gov](mailto:plowe@atlantaga.gov).

The City of Atlanta reserves the right to reject any and all bids and to waive any technicalities.

**The bid/proposal document cannot be downloaded. The bid/proposal document must be picked up in the Department of Procurement's Plan Room.**